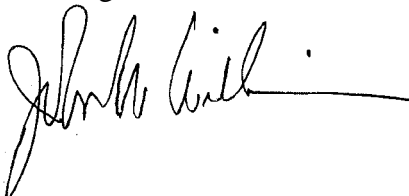


For: FSA Offices

Changes in Procedures for Issuing Corrected CCC-1099-G and CCC-1099-MISC

Approved by: Deputy Administrator, Management



1 Overview

A Background

Beginning January 2005, corrected CCC-1099-G's and corrected CCC-1099-MISC's will be produced and distributed by KCFO, Financial Operations Division (FOD). Service Center employees will continue to research disputed items, but will forward documentation supporting discrepancies to KCFO, FOD to issue a corrected CCC-1099. This change removes the task of printing CCC-1099-G-1's and CCC-1099-MISC-1's from Service Center employees, and helps make processes more efficient. Corrections reported to IRS from 1 source will provide a more accurate and accessible system audit trail, and paperwork in Service Centers will be reduced.

B Purpose

This notice advises Service Center employees:

- about changes in procedures for issuing corrected CCC-1099-G's and CCC-1099-MISC's
- that CCC-1099-G-1 and CCC-1099-MISC-1 are obsolete.

Disposal Date	Distribution
July 1, 2005	All FSA Offices; State Offices relay to County Offices

1 Overview (Continued)

C Contact

State Offices with questions about:

- policies in this notice, should contact Rodney Davis, FMD, by:
 - e-mail to **Rodney.Davis@wdc.usda.gov**
 - telephone at 703-305-1310
- CCC-1099 corrections, should contact Debbie Deane, KCFO, FOD, by:
 - e-mail to **Debra.Deane@kcc.usda.gov**
 - telephone at 816-926-5988
 - FAX at 816-823-1871
- employee access to Financial Inquiries, should contact the National Help Desk at 800-255-2434 or 816-926-1552.

2 Researching Producer Information and Correcting CCC-1099's

A Researching Producer Payment and Refund Information

Service Centers shall continue to perform research according to 62-FI when producers have questions about payments or amounts reported on their CCC-1099's. Service Centers shall **not** complete CCC-1099-G-1 or CCC-1099-MISC-1.

Service Center employees shall access Financial Inquiries from the FSA Intranet when researching producer payment and refund information on CCC-1099-G. End-of-year CCC-1099-G information for 2004 will be available for viewing in Financial Inquiries by February 1, 2005. Compact discs containing the producer payment and refund disbursement report will no longer be provided to Service Centers.

Note: Financial Inquiries is a web-based program that provides access to producer's financial information. See Notice FI-2666 for instructions for using Financial Inquiries. Financial Inquiries is accessible to employees that have obtained a USDA eAuthentication user ID and password. See Notice IRM-355 for information about obtaining a user ID and password for the eAuthentication application. 62-FI will be revised to include instructions on using Financial Inquiries to research CCC-1099 questions.

KCFO will send the producer payment and refund disbursement report to Service Centers showing the information on CCC-1099-MISC. This information can be used when customers have questions about CCC-1099-MISC.

2 Researching Producer Information and Correcting CCC-1099's (Continued)

B Corrections to CCC-1099 Data

When an error is found and a corrected CCC-1099-G or CCC-1099-MISC is to be issued, Service Center employees shall:

- FAX the supporting documentation according to 62-FI, paragraph 79 to KCFO, FOD at 816-823-1871
- inform the customer that a corrected form will be mailed to them after the next correction cycle.

3 Action

A KCFO, FOD Action

KCFO, FOD shall:

- review the documentation provided by the Service Centers to ensure accuracy
- print and mail corrected CCC-1099-G's and corrected CCC-1099-MISC's to customers at the end of each correction cycle

Note: Producers may expect their corrected CCC-1099's within 30 calendar days after the corrected information is received.

- ensure that the Financial Inquires system is updated with all corrected CCC-1099-G information
- report all corrected payment amounts to IRS.

B State Office Action

State Offices shall provide assistance as needed to Service Centers to ensure that questions and concerns from employees and customers are researched and handled timely.

4 Using Financial Inquiries in the County Office

A Accessing Financial Inquiries

Financial Inquiries can be accessed via the FSA Intranet Home Page, under “FSA Financial Inquiries”, under the section “Secured Applications”. See Notice FI-2666 for instructions for gaining access to the system.

B Accessing Producer Financial Data

To obtain producer information from the Financial Inquiries Main Screen, enter the applicable tax identification number, and select the tax identification type and inquiry type from the drop-down menus.

The following is an example of the Financial Inquiries Main Screen.

Service Center/Headquarters Lookup Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://paddy.sc.egov.usda.gov/padesign/county_lookup.asp Go Links

USDA United States Department of Agriculture
NOTICE!
 You are entering an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit usage of this system, and all persons are hereby notified that use of this system constitutes consent to such monitoring and auditing.

Financial Inquiries
 (Service Center/Headquarters Use Only)

* = Required Information
 *Enter Tax Identification Number (TIN):
 (No dashes or spaces)
 *Select a Tax Identification Type:
 (i.e. Select S for SSN or E for Employer ID)
 *Select an inquiry type:

[FSA Intranet](#) | [FSA Data Marts](#) | [Accessibility Statement](#) | [Privacy/Security Statement](#) | [Comments](#)

Date Page Last Updated:
 February 26, 2004

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Enter the producer tax ID number without dashes or spaces, select the tax identification type from the drop down box (“S” for Social Security number, “E” for Employer ID, “F” for Federal ID, “I” for IRS Assigned, or “T” for Temporary), and then select “1099G Reports” from the inquiry type drop down box. Click “Submit” to continue.

4 Using Financial Inquiries in the County Office (Continued)

B Accessing Producer Financial Data (Continued)

The following screen provides drop down boxes used to select the tax year, inquiry type, and originating County Office.

The following 3 options are available from the drop down box for “Inquiry Type”:

- Year-to-Date Activity – provides detailed information by program
- End-of-Year CCC 1099G – total by program as produced on CCC-1099-G
- Corrected CCC 1099G – displays any corrections made in the selected tax year.

The “Originating Office” field refers to the Service Center location where the payment in question originated. Producers receive separate CCC-1099’s from each Service Center location where they conduct business.

Note: Financial Inquiries currently contains information for calendar year 2002 forward. Year 2001 corrected CCC-1099-G information can be obtained by calling KCFO, FOD toll free at 866-729-9705.

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4 Using Financial Inquiries in the County Office (Continued)

B Accessing Producer Financial Data (Continued)

The following screen is an example of the Year-to-Date Activity for the producer. From this screen, the user may click the “Back” button twice to enter another producer ID number.

Customer Year-To-Date Activity - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Feeds

Address https://paddy.sc.egov.usda.gov/padesign/public/Producer_1099G_Yr_To_Date.asp?tax_year=2004&asof=12/27/2004&office=29129%2DMISSOURI%2CMercer&correct Go Links

Tax Year: 2004
Information As Of Date: 12/27/2004
State: MISSOURI
County: Mercer

IRS Category Name	Program Name	Program Year	Payment/Refund Date	Payments	Refunds
CRP ANNUAL RENTAL	CRP PAYMENT - ANNUAL	1998	10/4/2004	\$551.00	\$0.00
TOTAL PROGRAM - CRP ANNUAL RENTAL				\$551.00	\$0.00
DIRECT AND COUNTER CYCLICAL PROG	DIRECT PAYMENT - CORN	2004	10/13/2004	\$205.00	\$0.00
		2004	10/13/2004	\$47.00	\$0.00
		2004	3/22/2004	\$206.00	\$0.00
		2004	3/22/2004	\$47.00	\$0.00
TOTAL - DIRECT PAYMENT - CORN				\$505.00	\$0.00
	DIRECT PAYMENT - SOYBEANS	2004	10/13/2004	\$14.00	\$0.00
		2004	10/13/2004	\$17.00	\$0.00
		2004	3/22/2004	\$16.00	\$0.00
		2004	3/22/2004	\$13.00	\$0.00
TOTAL - DIRECT PAYMENT - SOYBEANS				\$60.00	\$0.00
	DIRECT PAYMENT - WHEAT	2004	10/13/2004	\$27.00	\$0.00
		2004	3/22/2004	\$28.00	\$0.00
TOTAL - DIRECT PAYMENT - WHEAT				\$55.00	\$0.00
TOTAL PROGRAM - DIRECT AND COUNTER CYCLICAL PROG				\$620.00	\$0.00
TOTAL - Year-To-Date Activity				\$1,171.00	\$0.00

Done Internet

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